

Provision:	Article IV, Section 12	Title:	Voluntary Transfers and Reassignments
Presentation:	CEA Counter	Date:	8/19/2024

CEA Proposed 8/19/24:

Section 12 Voluntary Transfers and Reassignments

Voluntary Transfers

As early as possible in the spring, the Superintendent or his/her designee will post known vacancies that will occur during the following school year. Vacancies will be posted electronically.

Said notice of vacancy or new position will clearly set forth the qualifications for the position and the procedures for applying. For positions posted prior to June 30th, the District will publicize within the bargaining unit for 3 business days the availability of vacancy or new position covered by this Agreement. The District may simultaneously post a position to outside candidates with Association approval.

Within 3 business days after the District has posted a vacancy, teachers must submit a ~~written transfer request~~ an application using the online system to indicate their interest in the position. Internal applicants meeting posted job qualifications, as determined by the District, will meet with the principal and/or representatives from the site prior to accepting the position.

To be eligible for transfer, the employee must:

1. Hold a continuing contract, either partial or 1.0 FTE,
2. Have certification or endorsement for the position sought,
3. One of the following:
 - A. Have received an overall "Proficient" or "Distinguished" on his/her 2 most recent final TPEP evaluations and pending a proficient evaluation in the current year;
 - B. Have received an overall "Satisfactory" on his/her 2 most recent final Support Personnel/Counselor evaluations and pending a satisfactory evaluation in the current year, and
4. No longer be on Provisional status with the Cheney School District.

If more than one qualified applicant applies, the individual with the most District seniority will be granted the transfer. If the applicants have equal District seniority, the transfer will be granted to the person with the greatest State seniority. If the applicants have equal District and State seniority, Distinguished status as of the certificated staff member's most recent evaluation will be prioritized. If all other factors are equal, a coin toss will be administered.

Between July 1st and September 15th, all positions will be posted in and out at the same time, and internal applicants may apply and interview with external candidates for open positions.

Transfer into the following positions is restricted and is not subject to the voluntary transfer provisions and seniority as stated above. Employees seeking transfer into the restricted positions must apply and the top four candidates, as determined by the hiring team, will be guaranteed an interview with out-of-district candidates:

Teacher on Special Assignment (TOSA)

Student Support Services personnel

Alternative Education personnel

Academic Intervention Specialists (formerly Title I/LAP teachers)

~~Self Contained—Level 2 & Level 3 Autism Program—~~Special Education ~~Resources Room/Self Contained~~ teacher
School Counselor

Employees currently holding the restricted positions above maintain seniority rights for lateral transfers, e.g. Academic Intervention Specialist to Academic Intervention Specialist.

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If an employee decides to apply for a vacancy posted beginning one week before school begins and through the end of the school year, that employee, if awarded the transfer, will be transferred to that position at the conclusion of the current school year; provided such a transfer does not necessitate the involuntary transfer of an existing employee at the future site. A one-year-only replacement teacher will be hired to finish the year in the vacant position.

An administrative certificated, non-bargaining unit employee may apply in-district for any vacancy, using any bargaining unit District seniority as defined in this section; provided they meet the posted qualifications. Should such employee have no bargaining unit District seniority, all other eligible bargaining unit employees will be considered first.

Two positions per year, one elementary and one secondary, may be filled at District discretion, regardless of other provisions in this section. The District will notify the Association in writing when this provision is applied. The District and the Association may agree upon additional positions when sufficient vacancies are available.

Building Reassignments

Assignments and reassignments are the responsibility of the building administrator. Building administrators will consider volunteers when it is necessary to make reassignments before making involuntary reassignments. If positions remain unfilled, use of the voluntary transfer process outlined in this Section shall be utilized.

Building reassignments take place when a building, grade level, or content area is overstaffed. The principal may reassign staff members to any available comparable position within that building.

A comparable position at the elementary level is defined to include a K-5 general education classroom.

A comparable position at the middle school is defined to include a core teaching position, grades 6-8.

A comparable position at the high school is defined to include a position within a particular subject area (career and technical education, health and fitness, language arts, math, science, social studies, world languages, visual and performing arts). Movement between subject areas is based on a maximum change of 0.4 per year (2 class periods).

In the event there is no vacancy available in a building needing to reduce, and a position is available in another building, the following steps are taken in the building needing to reduce:

1. Volunteers will be sought to move.
2. If no one volunteers, the teacher with the least District seniority (K-5 by grade level, 6-8 and 9-12 by subject area) will be involuntarily transferred. If a tie exists, the person with the least State seniority will be involuntarily transferred. If a tie still exists, a coin toss will be administered.

Student Support Services Assignment

EL Teachers, SLPs, School Psychologists, OTs and PTs will have input into assignment and distribution for the school year. Decisions will not be made in an arbitrary, capricious, or retaliatory manner. Assignments will be made based on equitable site distribution, when making assignments, the District will make every reasonable effort to minimize the number of sites served by an individual employee and will consider the 20 distance between buildings. Every reasonable effort will be made to provide individual assignments for the upcoming school year at the end of the current school year.

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